

Chief, SR/Administrative Staff

20 March 1956

Chief, Finance Division

Petty Cash Fund

REF : Memo for Chief, Finance Division from C/SR Administrative Staff,
dated 20 February 1956, Subject: Automobile Mileage Claims

1. Approval is hereby granted to extend the use of the petty cash fund approved 21 June 1955 to include reimbursement for the use of personally owned automobiles in lieu of taxi fares for local transportation on official business, subject to the following conditions:

a. Reimbursement will not exceed ten cents (10¢) per mile, including parking fees.

b. Reimbursement for use of personally owned automobile in lieu of taxi will be limited to travel on official business in the Headquarters (i.e. Metropolitan Washington, D. C.) area.

c. Travelers authorized the use of personally owned automobiles for local travel by regular travel orders will not be permitted reimbursement from the petty cash fund. Such persons will be required to submit claims to Finance Division in the normal manner.

d. Employees submitting claims for reimbursement for use of personal auto in lieu of taxi will be required to certify that such use was on official business for the government and that reimbursement for the travel has not, or will not, be claimed from any other source. Further, each claim will itemize points between which travel is claimed.

e. Claims for use of personal auto in lieu of taxi will be limited to not more than five dollars (\$5.00) per claim.

f. Appropriate administrative controls will be established to assure that reimbursement from the petty cash fund covers only properly authorized travel and that the fund is not used to avoid the need for issuance of travel orders or to reimburse amounts not otherwise allowable.

FD/LEB:mhp

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